

**Exhibit 5-A Sample Federal -Aid Invoice  
(Except for STIP Projects)***(PREPARE ON LETTERHEAD OF LOCAL AGENCY)***Date of Invoice** (For Progress Invoice)

Department of Transportation  
Accounting Service Center - MS 33  
Local Program Accounting Branch  
P.O. Box 942874  
Sacramento, CA 94274-0001

Billing No:

Invoice No:

Federal-aid Project No:

Tax Identification No:

Date Project Accepted by City/County:

Project Location:

Project Expenditure Authorization:

(For Final Invoice) **Name**, District Director

Attn: Name, District Local Assistance Engineer

Department of Transportation

**Street or P.O. Box****City, CA Zip Code****1,2..., or Final****Local Agency's Invoice No.****Prefix-Proj. No.-(Fed. Agreement No.)****Agency IRS ID Number****Final Date or "Ongoing" if not Final****Project Limits**

Reimbursement for Federal funds is claimed pursuant to Local Agency-State Agreement No. Number, Program Supplement No., Number, executed on Date.

	Preliminary Engineering	Construction Engineering	Right of Way/ Acquisition	Construction Contract
Federal Appropriations Code	Q24/33D	Q24/33D	Q24/33D	Q24/33D
Federal Authorization Date	5/12/99	5/12/99	5/12/99	5/12/99
Federal/State participating costs From	5/15/99	5/15/99	5/15/99	5/25/99
To	7/15/99	7/15/99	6/30/99	8/30/99
Total Indirect Costs to Date	<b>\$825.00</b>	<b>\$1,865.50</b>	-----	-----
Total Direct Costs to Date	<b>\$4,000.60</b>	<b>\$8,400.30</b>	<b>\$8,290.00</b>	<b>\$150,652.00</b>
Less: Retention	-----	-----	-----	(20,000.00)*
Liquidated Damages	-----	-----	-----	0.00**
Nonparticipating Costs	<u>(350.00)</u>	<u>(840.00)</u>	<u>(1,200.00)</u>	<u>(16,000.00)</u>
Total Federal Participating Costs to Date	\$4,475.60	\$9,425.80	\$7,090.00	\$114,652.00
Less: Participating Costs on previous invoice	<u>\$2,120.95</u>	<u>\$6,350.20</u>	<u>0.00</u>	<u>\$98,231.00</u>
Change in Participating Costs	\$2,354.65	\$3,075.60	\$7,090.00	\$16,421.00
Federal reimbursement ratio	88.53	88.53	88.53	88.53
State reimbursement ratio (if applicable)				
Amount of this claim	2,084.57	2,722.82	6,276.77	24,537.51

**TOTAL INVOICE AMOUNT****\$25,621.67**

**INDIRECT COST CALCULATION**

Preliminary Engineering Indirect Costs:

	FY 1998-1999	FY 1999-2000
Direct Cost Base Expense	\$1,944.00	\$673.82
Approved indirect cost rate	31%	33%
Subtotal ****	\$602.64	\$222.36
Total Indirect Costs To Date for Preliminary Engineering <b><u>\$825.00</u></b> (this Amount is carried to the front of the invoice under the Preliminary Engineering column)		

Construction Engineering Indirect Costs:

	FY 1998-1999	FY 1999-2000
Direct Cost Base Expense	\$4,756.23	\$1,185.07
Approved indirect cost rate	31%	33%
Subtotal ****	\$1,474.43	\$391.07
Total Indirect Costs To Date for Construction Engineering <b><u>\$1,865.50</u></b> (this Amount is carried to the front of the invoice under the Construction Engineering column)		

I certify that the work covered by this invoice has been completed in accordance with approved plans and specifications; the costs shown in this invoice are true and correct; and the amount claimed, including retention as reflected above, is due and payable in accordance with the terms of the agreement.

\_\_\_\_\_  
Signature, Title and Unit of Local Agency Representative

\_\_\_\_\_  
Phone No.

For questions regarding this invoice, please contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone No.

\* Total retention amount withheld from contractor. At the end of the project and after all retention has been released, this amount should be zero.

\*\* Show "liquidated damages" amount on final invoice.

\*\*\* Total must be rounded down to the lowest cent. Federal rules do not allow rounding up.

- \*\*\*\*
- Indirect cost for this project equals the direct cost base expense (i.e., direct salaries & wages plus fringe benefits) for this project multiplied by the approved indirect cost rate.
  - Indirect cost reimbursement will not apply to direct costs, i.e., payment of construction contracts and right of way purchases, not included in the direct cost base.
  - An indirect rate must be approved by Caltrans every fiscal year to be used for only those costs incurred for that year.

**Distribution: Original & 2 Copies: Local Program Accounting (progress invoices)**  
**District Local Assistance Engineer (final invoices)**